



## ***Administrative Office of the Courts***

### **SENIOR ADMINISTRATIVE ASSISTANT**

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#### **Primary Purpose**

Serves as the confidential administrative assistant to a Division Director or Associate Director and provides varied, complex administrative support with associated decision making responsibility and communicates with the authority of the Director to staff and customers.

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#### **Distinguishing Characteristics**

This is a senior-level professional job that, with minimal supervision, coordinates day-to-day operation of the Division or Office and develops/implements procedures to facilitate effective and timely administrative activities within the Director's area of responsibility.

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#### **Duties and Responsibilities**

Manages the Director's calendar and the processing of priority issues affecting the day to day operation of the Division or Office; keeps Director informed of significant and important items requiring review or action; calls attention to deadlines, and obtains progress reports.

Serves as a liaison between section managers and the Director in coordinating agency programs, plans and operations; disseminates information to section managers and Division staff including notification of assignments, due date reminders, and requests for progress reports.

Coordinates meetings including scheduling, facilities, agenda, needed materials, minutes and follow-up; represents the Director at meetings.

Writes and prepares correspondence; conducts studies and prepares reports; maintains files and records.

Supervises clerical staff as business needs dictate.

Performs other duties as required.

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## **Key Competencies**

### **Agency values:**

- Integrity
- Honesty
- Accountability
- Teamwork
- Trust
- Respect
- Customer Service
- Communication

### **Behavioral Competencies**

- Influencing
- Problem solving
- Planning/organizing
- Consulting
- Relationship building
- Tact/diplomacy

### **Knowledge, Skills and Ability**

- Advanced skills in operating office software
  - Knowledge of grammar, spelling, clerical procedures, and office procedures
  - Accuracy and attention to detail in the delivery of work products
  - Ability to maintain confidentiality at the highest organizational levels
  - Communication skills both orally and in writing
  - Professionalism in dealing with clients, staff, management
  - Ability to multi-task and effectively work on multiple projects simultaneously
  - Prioritization and effective time management
  - Analysis, evaluation, and problem solving
  - Sensitivity to critical issues
  - Efficiently develop recommendations and options
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## **Qualifications and Credentials**

A Bachelor's degree in business administration, public administration, or closely related field AND:

- Three (3) years of progressively responsible administrative support experience in a professional work environment.
- Advanced word processing skills.

A combination of relevant education and experience demonstrating a working knowledge of the functions and responsibilities of Senior Administrative Assistant may be considered in the meeting the qualification baseline.

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## **SALARY RANGE: 49**

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### **Notes:**

- Workweek may fluctuate depending on workload or agency need.
- Overnight travel may be required based on business need.
- This position is exempt from the Fair Labor Standards Act (FLSA).

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Revised 5/2007

Revised 4/2006